

- If you are not a United States citizen or permanent resident, you are considered an International Student and require an F-1 student visa to study full-time in Pratt's Pre-College summer program.
- You may NOT attend the program with a tourist (B1/B2) Visa.
- If you are living abroad, but have a United States Passport, please email or fax a copy of your Passport picture page with expiration date along with your program application (email preco@pratt.edu, or fax 718-399-4410.)
- **All non-US citizens must fill out International Student Forms** to request an I-20 from Pratt which is required to obtain an F-1 student visa from the American Embassy in your country; if you are currently in F-1 status and are not returning to the school of your original I-20, you may request to transfer to Pratt Institute by completing the Transfer Certification Form included in the packet of I-20 request documents.
- I-20 request documents are available for downloading from:
http://www.pratt.edu/academics/continuing_education_and_professional/pro_credit_programs/precollege/summer_programs/
- Review the I-20 request forms carefully (all 10 pages) and fill them out completely to avoid delays in processing your paperwork. Mail the completed original forms all together, along with the requested supplemental materials, to the Brooklyn Pre-College office (see address below.) Do not email individual forms, the documents must be sent together as a hardcopy package. Keep a copy for your records.
- Once your forms are submitted and then approved by the Pratt Office of International Affairs (OIA), the Pre-College office will send your I-20 via UPS, so that you may then apply for an F-1 student visa from your embassy. Please note that the review and approval process may take some time, however requests and supplemental materials may not be submitted earlier than 3 months before your intended arrival date.

2012 Program Dates: Monday, July 9 – Friday, August 3

I-20 request deadline: April 25

You may not request an F-1 Visa earlier than 3 months before your intended arrival date; applicants who miss the final April 25 deadline may be denied participation in the program.

Check-in and Orientation: Brooklyn Campus: Monday, July 9, 9am – 5pm.

Orientation info will be included in the student's "welcome packet" sent upon acceptance into the program. Please note that on orientation day International students are required to check in on the Brooklyn campus with the Office of International Affairs (OIA). Bring your all your visa documentation for verification. Include your passport appropriately stamped with F-1 as your status. Students who fail to have their passport properly stamped risk not being allowed to study at Pratt.

International Flights

For Early Arrivals: Early arrivals are not encouraged. If you are taking an International flight and have no choice but to arrive on July 8 (before check-in day on July 9,) we prefer that you make arrangements to arrive at Pratt in the evening if possible (after 5pm.) Please note that prior to the start of the program there will be limited staff available; if necessary we will provide a room for that evening; once you check in, you will not be permitted to leave the residence hall until the next morning, July 9. Pratt cannot accommodate arrivals earlier than July 8, if you are unable to find an appropriate flight, we recommend finding hotel accommodations for early arrivals.

Departures: When making your travel plans, please also remember that the program ends on August 3. Residential students must check-out of their rooms by 5pm on August 3, there are no accommodations available after check-out. If you are unable to find an appropriate flight, we recommend finding hotel accommodations for later departures.

-Keep a copy of all materials submitted; bring copies to Check-in / Orientation.

Mail Completed Original I-20 Request Forms To:

PreCollege Program
Center for Continuing & Professional Studies (CCPS)
ISC Building, Room 205
Pratt Institute
200 Willoughby Avenue
Brooklyn, NY 11205-9975
USA



PRATT PreCollege Program

Page 1

I-20 Request Forms

SUMMER 2012

You need to request an F-1 student visa from the American Embassy in your country. To do so you must request an I-20 form from Pratt Institute by completing this packet of forms.

Pratt 2012 Summer Pre-College Program

Student's name:

Last Name,

First Name

Please specify the elective of choice: _____

Please review and provide the following:

pg 2 Form A (Biographical information)

pg 3 Form B (Certification of Funds)

pg 3 Form C (Affidavit of Support) Please review page 5 for estimated expenses.

pg 4 Form D (Bank Letter)

pg 6 Form E (English Language Proficiency)

pg 7 F-1 Transfer Certification Form (current F-1 students in U.S.A. only, if applicable)

pg 8 Checklist

1. Individuals applying for, or currently in the U.S. in the following statuses, may not study at Pratt Institute: B1/B2 (tourist), C (transit), F2 (dependant of F-1), WB (Visa Waiver for Business) or WT (Visa Waiver for Tourism).

2. When you approach the United States Embassy/ Consulate, you will need to have decided that Pratt Institute is the school you will attend. All the I-20s from other colleges to which you have been accepted will be cancelled. Pratt Institute's name will be printed on your F1 entry visa. You will only be able to attend Pratt Institute upon your entry to the United States. Please remember, you must attend the school that issued your I-20 in order to acquire your F-1 visa.

3. You are permitted to enter the United States 30 days prior to your course of study. You are allowed to stay 30 days after for the grace period.

4. As of September 1, 2004, the Department of Homeland Security (DHS) collects the mandated SEVIS fee. Applicants who require an F1 or J1 visa to enter the United States must complete form I-901 and pay the SEVIS fee before going to the U.S. Embassy or consulate for their visa interviews. Applicants who are citizens of Canada, Bermuda, Bahamas and residents of certain other islands wishing to apply for F1 or J1 status at a Port of Entry into the United States must pay the SEVIS fee before appearing at the Port of Entry. For further information regarding the form I-901 and how to pay the fee go to: www.fmjfee.com. We suggest that you complete form I-901 and pay the SEVIS fee online at least 3 days before your Visa interview or approaching the port of entry for individuals who do not need a visa like citizens of Canada or Bermuda.

PRATT PreCollege Program I-20 Request Forms

FORM A Biographical Information

IF YOU HAVE EVER ATTENDED PRATT INSTITUTE BEFORE, PLEASE INDICATE:

PROGRAM OF STUDY _____

DATES ATTENDED _____
month /day/ year to month /day/ year

I AM APPLYING FOR AN F-1 STUDENT VISA FOR THE PRE-COLLEGE PROGRAM STARTING JULY 9, 2012

last name first name middle name

suffix date of birth month /day/ year please check one U.S. Social security number (if applicable)

country of birth country of citizenship country of residence

foreign address - house number, street

city province/ territory country

postal code home country telephone number

U.S. street address (if known / or applicable) city

state postal code U.S. telephone number

email address (please write clearly)

If you are presently in the United States, you must answer the following questions:

current immigration status I-94 admission number (11 digit number on your I-94 card)

Attach a photocopy of both sides of your I-94 card to this application. Also attach a copy of your I-20.

Do you plan to retain this status?

YES	NO
-----	----

Do you plan to leave the U.S. before beginning at Pratt Institute?

YES	NO
-----	----

If yes, please indicate your dates of anticipated travel outside the U.S.A. _____

F-1 students attending another school please check with your school if you must transfer to Pratt.

If you are continuing at that school after the summer, it is likely that you will not need an I-20 from Pratt Institute. For questions, please email the Pratt Office of International Affairs oia@pratt.edu

If you are presently in the United States in a status other than F-1 and plan to retain this status, please STOP HERE. Mail only items 1-6 on the checklist on page 8.

FORM B Certification of Funds

Indicate below the amount and sources of funding for your/your child's entire academic program. This amount must equal or exceed your estimated expenses as indicated on page 5. The amount for the program must be shown in a bank account or other liquid assets.

Failure to show sufficient funding will delay issuance of your I-20.

SOURCE AND AMOUNT OF FUNDS	AMOUNTS
1. PERSONAL FUNDS	\$
2. FAMILY OR INDIVIDUAL SPONSOR	\$
3. ORGANIZATION SPONSORSHIP	\$
4. PRATT INSTITUTE <i>(only if a scholarship is received)</i>	\$
TOTAL	\$

Examples of the required supporting documents:

1. For personal funds, a current financial statement, no older than 3 months, on letterhead signed by a bank official (Section D).
2. For the sponsor of the student, an Affidavit of Support (Form C) AND an official bank statement no older than 3 months.
3. For organization sponsorship, a photocopy of the award letter from the organization. The letter should specify the amount of money that is being provided to you and state if the award is renewable.
4. For Pratt scholarship, a copy of the Pratt Award letter.

I certify that the information given is an accurate and true statement of my arrangements for financing my studies at Pratt. I also acknowledge that Pratt requires all F-1 students to subscribe to mandatory health insurance.

Name of Parent (Print)	Signature of Parent	date
------------------------	---------------------	------

Name of Student (Print)	Signature of Student	date
-------------------------	----------------------	------

Please produce an Affidavit of Support if a family member or individual will provide financial support for your program.

- Requirements for the Affidavit of Support:
1. Date (No more than (3) three months old)
 2. Original signature signed in blue ink

Sample letter:

Date: (No older than 3 months)
 To Whom It May Concern:

I, (*sponsor's name*), (*relation to student*), hereby certify that I am able and willing and do promise to support (*student's name*), for a minimum of USD *(*enter dollar amount*) for tuition, fees, and living expenses for the Pre-College program at Pratt Institute. Evidence of my current financial resources is attached to this affidavit of support. I hereby affirm that I understand the contents of this affidavit and that the statements are accurate.

Sincerely,
 (*Sponsor's signature*)
 Sponsor's name, (*relation to student*)
 Address,
 City, Country, Postal Code
 Phone number
 email address

Financial Documentation- Bank Letter -or- Bank Statement (either one is acceptable)

Requirements for the Bank Letter

1. Must be in English
2. Must be on Bank Letterhead
3. Must have Date (no more than 3 months old)

Electronic bank statements

1. Must be dated 3 months old or less
2. Must have account holder's name on it
3. Must be in English

Requirements for the Bank statement (see below):

1. Must be in English printed on bank letterhead
2. Date not older than 3 months
3. Currency can be in local currency or USD
 (*USD preferred*)

Bank Statement	
Date: No more than 3 months old.	
Balance in Bank Account:	\$XX,XXX.00

Sample letter

Original Document Printed on Bank Letterhead

Date: (No more than 3 months old)
To Whom It May Concern:

This letter is to confirm that (enter Sponsor's name) has (enter dollar amount) USD, in account #_____. These funds are readily accessible for financing the education of (enter Student's name). This certificate is issued at the request of the Customer without any responsibility or guarantee on the part of the bank or any of its officers.

Sincerely, (enter Manager's name)
 Account Manager
 Bank Name, Branch
 Address
 City, Country, Postal Code
 Phone number
 Fax number
 website

PRATT PreCollege Program I-20 Request Forms

Estimated Expenses for Pratt's Summer PreCollege Program

Tuition and Fees	USD \$	3,230.00	
Living Expenses			
Room and Board		1,517	
Books and Supplies		400	
Personal Expenses		400	
Local Transportation		104	
Medical <i>(estimated amount, subject to change)</i>		250	2671 (living expense total)
Total	USD \$	5,901.00	

All financial statements and affidavit of support must be in English, funds must be indicated preferably in USD.

Costs are calculated on the basis of the full-time enrollment for tuition, fees, and living expenses.

1. Estimated Tuition and Fees: Use the columns above to calculate the minimum amount of funds needed. The total estimated expenses plus any additional expenses is what you must document for issuance of the I-20. Full payment of tuition and fees is due May 01, 2012.

2. Living Expenses: The cost of living in New York is one of the highest in the United States. You are required to demonstrate a minimum of \$2,671. Living expenses include accommodations, food, books, supplies, transportation, minor medical expenses, entertainment, and clothing. The OIA strongly recommends that you have at least an additional 25% reserve of your total expenses available. The value of room and board is USD \$1,517. If room and board will be provided by a sponsor, the sponsor must provide written verification and supporting documentation if you are not including this amount in the bank statement.

3. Mandatory Health Insurance: Because health care in the U.S. is very expensive, Pratt requires all students, domestic and international, to purchase health insurance. The comprehensive plan for the summer semester has been estimated at \$250.00. This estimate is for a short-term policy, yet the costs are variable and subject to change. Your exact health insurance fee will be determined and billed separately through the Pratt Health and Counseling office, or through an outside vendor referred by the Health and Counseling office. Contact information for the Pratt Health and Counseling office can be found in the "Welcome Packet" sent out upon acceptance into the program.

International students for summer programs must show evidence of their English proficiency through one of the following means:

Please check one of the following options:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | A minimum level of 500 on the TOEFL examination. (Attach documentation) |
| <input type="checkbox"/> | Recent successful study in a United States institution of higher learning. A minimum of 1 year and a GPA of at least 2.0 (Attach documentation) |
| <input type="checkbox"/> | A letter of English proficiency evaluation by the applicant's English teacher on school letterhead*. |
| <input type="checkbox"/> | A citizen of one of the following English speaking countries (see list below): |

*Letters of English proficiency must be on school letterhead, verifying that the student is able to communicate in English at a relatively high level, will be able to complete all coursework, and actively take part in class discussions and critiques.

Please circle the country of citizenship of one of the following English Speaking Countries (if applicable):

- | | |
|------------------------|--|
| Antigua | New Zealand |
| Australia | Nigeria |
| Bahamas | Papua New Guinea |
| Bahrain | Sierra Leone |
| Bangladesh | Singapore |
| Barbados | South Africa (If Africaans is not native language) |
| Barbuda | St. Kitts & Nevis |
| Belize | St. Lucia |
| Bermuda | St. Vincent |
| Botswana | Swaziland |
| Canada (except Quebec) | Tanzania |
| Commonwealth Caribbean | Tobago |
| Dominica | Trinidad |
| Fiji | Uganda |
| Ghana | United Kingdom |
| Grand Cayman Islands | Virgin Islands |
| Grenada | Zambia |
| Irish Republic | Zimbabwe |
| Jamaica | |
| Kenya | |
| Lesotho | |
| Liberia | |
| Malawi | |

PRATT PreCollege Program I-20 Request Forms

Transfer Certification Form : Only for students currently in F-1 Visa status.

If you are currently in F-1 status, AND this will be your summer vacation AND you will return to your American High School next Fall, do not complete this form.

In that case, you do not need to transfer to Pratt and request an I-20 from Pratt.

If you are currently in F-1 status and are not returning to the school of your original I-20, you may request to transfer to Pratt Institute by completing the Transfer Certification Form.

See sample below:

An original Transfer Certification Form may be found on the last page of this packet of forms.

PRE-COLLEGE PROGRAM I-20 REQUEST FORMS TRANSFER CERTIFICATION	Pratt
Pratt Institute, Office of International Affairs, 200 Willoughby Avenue, Brooklyn NY, 11205, School Code: NYC214F0775000	
Please submit only if you are in F-1 student status. If you have never studied at a U.S. institution before, please do not submit this form.	Did student attend another US institution before yours? <input type="radio"/> Yes <input type="radio"/> No If yes, please comment: _____
Part I: To be completed by transferring student	Did the student maintain F-1 status while at your institution? <input type="radio"/> Yes <input type="radio"/> No If no, please comment: _____
I intend to transfer to Pratt Institute. I grant permission for the information requested below to be forwarded to my International Student Advisor at Pratt Institute.	Level of study at your institution <input type="radio"/> High School <input type="radio"/> Undergraduate <input type="radio"/> Language Training <input type="radio"/> Other
Name _____	Dates attended your institution From _____ To _____
Date of Birth (mm/dd/yyyy) _____ Pratt ID# (if known) _____	Studies completed? <input type="radio"/> Yes <input type="radio"/> No, please comment below _____
Program/Degree _____	Has student been granted work authorization? <input type="radio"/> No <input type="radio"/> Yes, type of work authorization <input type="radio"/> Optional Practical Training <input type="radio"/> Curricular Practical Training <input type="radio"/> Other, please comment _____
Semester <input type="radio"/> Summer 2009 _____	From _____ To _____
Length of program _____	Expected completion date on SEVIS I-20 from your institution _____
Signature of Student _____	Please share any info you feel is relevant or appropriate _____
Telephone _____ email _____	Name of international student advisor _____
Today's Date _____	Institution Address _____
Part II: To be completed by international student advisor at previous institution	Title _____
Dear International Student Advisor: The named student intends to transfer to Pratt Institute. Please complete this form on the student's INS status while at your institution, and return to the address above. IF this form is to be hand delivered, please put it in an envelope with the school's official stamp or your signature on the envelope seal.	Institution _____
Student's name per your files (last, first) _____	School Code _____
Has student been pursuing a full course of study? <input type="radio"/> Yes <input type="radio"/> No	Phone _____
If no, please comment: _____	Signature of international student advisor _____
SEVIS ID number: N _____	email _____
SEVIS Release Date: _____	
Please attach a copy of the transfer authorization	
Did DHS authorize student to attend your institution? <input type="radio"/> Yes <input type="radio"/> No	
If no, please comment: _____	

PRATT PreCollege Program I-20 Request Forms

CHECK LIST

Please check all items 1-8 when ready. Keep a copy of your PreCollege I-20 Request Forms and documentation for your records. Travel with your copies of the forms and documentation, plus your Pratt admission letter. (If you are a student in a status other than F-1 or do not need an I-20 from Pratt because you have a valid I-20 from another school, you may omit items 7 and 8.)

<input type="checkbox"/>	1. Checklist (this page)
<input type="checkbox"/>	2. Biographical Information (Form A)
<input type="checkbox"/>	3. Copy of passport (Picture page and Expiration date)
<input type="checkbox"/>	4. If currently in the U.S.:
<input type="checkbox"/>	a. Copy of Visa
<input type="checkbox"/>	b. Copy of both sides of your I-94 card
<input type="checkbox"/>	c. F-1 students: a copy of your I-20
<input type="checkbox"/>	a. F-1 Transfer Certification Form (if applicable)
<input type="checkbox"/>	5. Copy of Pratt Institute Summer Application / Acceptance letter
<input type="checkbox"/>	6. English Proficiency (Form E)
<input type="checkbox"/>	7. Certification of Funds / Affidavit of Support (Form B&C)
<input type="checkbox"/>	8. Official Bank Letter (not more than 3 months old)
<input type="checkbox"/>	9. Student Data Sheet
<input type="checkbox"/>	10. Student Responsibility Form

PLEASE MAIL ALL PARTS OF THE **PreCollege I-20 Request Forms** TO:

Pratt Institute, CCPS /PreCollege
 ISC Building 205
 200 Willoughby Ave., Brooklyn, NY 11205 USA

By signing below, I understand that I must attend the New Student Orientation. Information on orientation will be available in the student's "Welcome Packet" which is mailed upon acceptance to the program.

Print Name _____ Signature _____

MAIL my I-20 form To: (Print clearly in order to avoid delaying your I-20.)

Name	street address	
city	province/ territory	postal code
country	home telephone number	
	email address	

US Shipping Fee:

To have your I-20 sent by UPS, please submit the appropriate fee. You may submit a check drawn from a U.S. bank or an international money order. You must include your full name (the student's name) and Pratt PreCollege program on the money order or check. For applications that are submitted without proper payment, I-20's may be sent by regular mail. Checks or money orders should be made payable to "Center for Continuing and Professional Studies"

Estimated fees

Eastern Europe, Africa, Iceland Former Soviet Republics	Latin America South Central Asia	Australia, Mid East, East Asia, South East Asia	Caribbean, Western Europe, North America
\$65	\$50.00	\$40	\$30.00

Student Data Sheet

Today's date _____
Pratt ID # _____ (if known)

Name: Mr./Ms. _____
(Last) (First) (Middle)

New York Address: please check 1

- I will live on-campus
- I will live off-campus at this address:

(Street) (Apt. Number)

(City) (State) (Zip)

(Home phone) (Cell phone)

_____ @ _____
(Email address)

Home Country Address:

(Street and number)

(City)

(Province) (Postal Code)

(Country)

(Phone number)

Emergency Contact:

This may be someone in the US, or in your home country

(Last) (First) (Middle)

- Same address as above or:

(Street) (Apt. Number)

(City) (State) (Zip)

(Home phone) (Cell phone)

_____ @ _____
(Email address)



Pratt Institute
 200 Willoughby Avenue
 Brooklyn, NY 11205

International Affairs

Telephone:
 718 636-3674

Facsimile:
 718 636-3497

Email:
 oia@pratt.edu

How Immigration Laws and Regulations Affect my
 Role and Responsibility as an
 International Student at Pratt Institute
(Pre-College students)

It is critical that international students and scholars in F-1 status maintain their legal status in the United States. Students must be aware of and comply fully with the following

(PLEASE INITIAL EACH SECTION IN THE SPACE PROVIDED TO INDICATE YOUR UNDERSTANDING)

- I realize that I must register full time and complete a full course of study during the duration of the summer Pre-College program. _____
- I realize that I must attend all classes. _____
- I realize that I am never allowed to work. _____
- I must maintain a valid passport at all times. _____
- I must report any change of address within 10 days of the move. The Office of International Affairs (OIA) will then electronically notify DHS of the change, via SEVIS. _____
- I must get a travel signature from a Designated School Official in OIA if I must leave the country during my program. _____
- I realize that it is my responsibility to make sure I maintain proper status. I know that OIA will do everything possible to help me. However, if I fail to meet these responsibilities, I realize that OIA’s ability to help me will be extremely limited. _____

“I have read the information above about maintaining my legal status in the United States and understand that I must comply fully with these regulations in order to remain in legal F-1 status.”

Print Name: _____
 family name, given name

Signature: _____

Date: _____

Pratt ID number: _____

Pratt Smoking Policy: Smoking in any Pratt building, including all areas of the residence hall, is against New York State Law.

As such, students found in violation face zero tolerance consequences. A first offense will result in a conduct probationary status and some form of community service/education sanction. Second offenses can lead to dismissal from the residence halls and/or Pratt Institute. It is important to understand this as violations of the smoking policy do impact your ability to continue at Pratt. I also understand the legal alcohol drinking age in the US is 21 and there is no drinking in the residential halls. A first offense involving drinking, or illegal drug use may result in dismissal from Pratt.

Signature: _____

Date: _____

**PRE-COLLEGE PROGRAM
I-20 REQUEST FORMS
TRANSFER CERTIFICATION**



Pratt Institute, Office of International Affairs, 200 Willoughby Avenue, Brooklyn NY, 11205, School Code: NYC214F0775000

Please submit only if you are currently in F-1 student status. If you have never studied at a U.S. institution before, please do not submit this form.

Part 1: To be completed by transferring student

I intend to transfer to Pratt Institute. I grant permission for the information requested below to be forwarded to my International Student Advisor at Pratt Institute.

Name _____

_____/_____/_____
Date of Birth (mm/dd/yyyy)

Pratt ID# (if known)

Program/Degree: _____

Semester / Summer: _____

Length of program: _____

Signature of Student _____

Telephone _____

email _____

Today's Date: _____

Part II: To be completed by international student advisor at previous institution

Dear International Student Advisor:

The named student intends to transfer to Pratt Institute. Please complete this form on the student's INS status while at your institution, and return to the address above. IF this form is to be hand delivered, please put it in an envelope with the school's official stamp or your signature on the envelope seal.

Student's name per your files (last, first): _____

Has student been pursuing a full course of study?

Yes No

If no, please comment: _____

SEVIS ID number: N _____

SEVIS Release Date: _____

Please attach a copy of the transfer authorization

Did DHS authorize student to attend your institution?

Yes No

If no, please comment: _____

Did student attend another US institution before yours?

Yes No

If yes, please comment: _____

Did the student maintain F-1 status while at your institution?

Yes No

If no, please comment: _____

Level of study at your institution:

High School Undergraduate
 Language Training Other

Dates attended your institution:

From _____ To _____

Studies completed? Yes No, please comment: _____

Has student been granted work authorization?

No Yes, type of work authorization:

- Optional Practical Training
- Curricular Practical Training
- Other, please comment: _____

From _____ To _____

Expected completion date on SEVIS I-20 from your institution: _____

Please share any info you feel is relevant or appropriate: _____

Name of international student advisor: _____

Institution Address: _____

Title: _____

Institution: _____

School Code: _____

Phone: _____

Signature of international student advisor: _____

Email: _____